

DOI Work Activity 58: Manage Wildland Fire Management Program

Program Area:	Program Management
End Outcome Goal:	PEO 1 - Improve Health of Watersheds, Landscapes, and Marine Resources SEO 1 – Protect Lives, Resources and Property
Intermediate Outcome:	PIO 1.1 - Restore Watersheds and Landscapes; SIO 1.1 – Improve Fire Management
DOI Sub process:	5a - Manage programs

Examples/Notes: Management, policy development, analysis, and administrative support for the Wildland Fire Management Program

Work Activity Description: The work captured by this work activity is the overall management and support of the Wildland Fire Management Program, and includes labor and operational costs which cannot be assigned to a specific, direct cost, work activity, OR it is work involving overall program leadership, planning and directing the work of others, coordination, or general administrative support. The work of this work activity consists of support of the projects/programs within the Wildland Fire Management Program, and is used by supervisors and managers when their work cannot be tied to a direct cost-, output producing-work activity. Managers, supervisors, and employees who work on projects or programs that produce outputs, should code costs to the work activity producing those outputs.

Work of a non-specific nature related to the Wildland Fire Management Program, such as typing correspondence and reports; preparing travel authorizations and vouchers; maintaining time and attendance records, etc. may be coded to this work activity. Other examples of work that can be costed to this work activity include non-specific program training; workforce supervision (employee relations and training, maintaining a qualified workforce); workload accomplishment monitoring; performance measurement; evaluations; program development and budget preparation for the Wildland Fire Management Program.

Administrative training and meetings (i.e., retirement training, CPR training, ethics training, safety training, all employee meetings) which are attended by employees who normally work on specific projects/programs within the Wildland Fire Management Program and which cannot be tied to a more specific work activity may be coded to this work activity. FOIA requests that cannot be tied to a work activity with an output, may also be included in this work activity.

Output: NA	Unit of Measure: NA
Inputs:	Cost Drivers:

System Interfaces:

DOI Program Area Contact: (OS/OWFC)